



High School Intern – Request Form

Organization and Department (Ex: Bernalillo County – Human Resources)	
Supervisor's full name	
Phone number	
Email	
(If applicable) Secondary supervisor's full name	
Secondary supervisor's Phone number	
Secondary supervisor's Email	
Organization's address	
Field/Industry	
Intern Job Description (Duties & Responsibilities)	
What will the intern gain from this internship?	
How many internship opportunities can you provide?	

We acknowledge our understanding that not all requests for interns may be filled and are subject to both intern availability and compatibility. We also acknowledge our understanding that attending a mentor training session will be required in order to participate in the internship program.

Business Representative Signature

Date Signed

